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DEPARTMENT OF ADMINISTRATION

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GENERAL SERVICES AGENCY
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)



August 12, 2021

INVITATION FOR BID GSA-044-21

60 MONTH LEASE AGREEMENT MULTIFUNCTION COLOR COPIER/PRINTER/SCANNER/FAX

AMENDMENT #1

1. Amend to change on page 3 of 34 under the "Required Delivery Date" the following

From:

30 Days Upon Receipt of Purchase Order. For a period of five (5) years on a year to year basis upon availability of funds.

To Now Read:

30 Days Upon Receipt of Purchase Order. For a period of one (1) year on an basis upon availability of funds. (This is an indefinite Quantity for a 60 Month Lease Agreement)

2. Amend to replace pages 33 & 34 of 34 with the following **"Revised 8/12/21" pages 33 & 34 of 39** And **to include pages 35 thru 38 of 39** (Attached Specification)
3. Amend to include the following page 39 of 39 **"Special Provision"** (Attached)

All others remain unchanged.


CLAUDIA S. ACFALLE
Chief Procurement Officer

Please Print

ACKNOWLEDGEMENT COPY (Re-fax to GSA)

Received By: _____

Date: _____

Company Name: _____

Fax to: 475-1727 or 472-4217

E-mail to: gsaprocurement@gsadoa.guam.gov

ITEM NO.	DESCRIPTION	QTY/UOM	MONTHLY COST	ANNUAL PRICE
1.0	60 Month Lease Agreement For: Multifunction Color Copier/Printer/Scanner/Fax As per the following specifications	1 Unit	\$_____	\$_____
1.1	<u>Optional Print Allowances:</u>			
	a) Black print allowance of 2000 prints per month with color print allowance of 200 prints per month		\$_____	
	b) Black print allowance of 4000 prints per month with color print allowance of 400 prints per month		\$_____	
	c) Black print allowance of 6000 prints per month with color print allowance of 600 prints per month		\$_____	
	e) Black print allowance of 8000 prints per month with color print allowance of 800 prints per month		\$_____	
	f) Black print allowance of 10,000 prints per month with color print allowance of 2000 prints per month		\$_____	
	<u>Charges for coverage of copies exceeding the monthly allowable prints:</u>			
	Black/White Prints		\$_____	
	Color Prints		\$_____	
	<u>SPECIFICATIONS:</u>		<u>BIDDING ON/REMARKS:</u>	
	Monthly Black Print Allowance of 10,000		_____	
	Monthly Color Print Allowance of 2,000		_____	
	Minimum rated speed of 70 print/copies per minute black/white		_____	
	Minimum rated speed of 70 print/copies per minute color		_____	
	Fixed pricing for term of lease		_____	
	Full service and maintenance support including replacement and labor		_____	
	Machine replacement guarantee if not satisfied with the performance throughout the lease term.		_____	
	Free machine replacement if damage is due to acts of God such as lightning, earthquake, typhoon, etc.		_____	
	<u>Full service and maintenance support including:</u>			
	All parts and labor; loaner machine upon request if machine is down for an extended period at no additional charge with supplies and staples(except paper); print credits for prints made by service technicians and damaged/unacceptable machine prints given to service technicians at the Time of service.		_____	
	Free installation and delivery (excluding excess rigging and steps)		_____	
	Network connectivity through 10/100/1000 BaseT		_____	
	Initial training and initial network setup		_____	
	Professional Training to include IT support		_____	
	All supplies and staples (except paper) each black print and Color print in excess of the allowance cited above		_____	

"Revised 8/12/21"

SPECIFICATIONS:

BIDDING ON/REMARKS:

Pickup of all used consumable supply items for recycling	
Off line up to 50 sheet Convenience Stapler with connected work shelf	
Selectable image formats on device	
TIFF, Password Protected PDF, and searchable PDF formats	
4GB RAM and 500GB Hard Drive with encryption and image eraseAnti-Virus Protection	
Data Protection with encrypted hard disk Federal Information Protection Standard (FIPS) 140-2	
Accounting with the ability to restrict user <u>access to color copying</u> and printing, assignable volume limits for <u>color and black printing</u> ;	
Password protection for user accounts, and reporting of users' Machine utilization (copy, print, fax, and scan)	
Fax walkup, PC/LAN and fax forward to email and server	
24/7 Toll Free Technical Assistance	
5 ½ x 8 ½ to 12 x 19 paper size support	
Paper weights 60gsm to 300gsm/110lbs. cover required	
250 Sheet automatic single pass document feeder	
Up to 5 trays including bypass tray with total capacity up to 3140 sheets	
Up to 50 sheet multi-position stapling, hole punching, Booklet makingwith saddle/ center stapling, and automatic booklet folding	
Reduction/enlargement from 25% up to 400%	
Copy Resolution 600 x 600 dpi	
Mobile Printing	
Two-sided printing and copying up to 12 x 19	
Print Resolution 1200 x 2400 dpi	
PCL and True Adobe Postscript Print Driver	
Print from and scan to USB memory drive	
Black and color scanning speed range up to 270 images per minute (ipm)	
Scan to folder and scan to email	
Scan resolution 600 x 600 dpi	
Job Assembly / Build Jobs	
Scan mixed originals	
Preview Scan Jobs	
Scan Area up to 11" x 17"	
Dual Head Scanner	
20 Amp Line Conditioner	
Energy Star Rated	

Note: The GSA Federal Contract will be considered along with its terms andconditions if offered.

Bidding On:
Manufacturer: _____
Make/Model: _____
Year: _____
Place of Origin: _____
Delivery: _____

These specifications were prepared by the staff of the Department of Agriculture(DoAG), Division of Aquatic & Wildlife Resources (DAWR), Antonia R. Santos, ASO and approved by; Chelsa Muna-Brecht, Director DoAG.

ITEM NO.	DESCRIPTION	QTY/UOM		MONTHLY COST	PRICE EXTENSION
2.0	60 Month Lease Agreement For Multifunction Color Copier/Printer/Scanner/Fax as Per the following specifications	6	Units	\$_____	_____
2.1	<u>Optional Print Allowances:</u>				
	a) Black print allowance of 2000 prints per month with color print allowance of 200 prints per month			\$_____	
	b) Black print allowance of 4000 prints per month with color print allowance of 400 prints per month			\$_____	
	c) Black print allowance of 6000 prints per month with color print allowance of 600 prints per month			\$_____	
	e) Black print allowance of 8000 prints per month with color print allowance of 800 prints per month			\$_____	
	f) Black print allowance of 10,000 prints per month with color print allowance of 2000 prints per month			\$_____	

Note: Charges for overage of copies exceeding the monthly allowance prints:

Black Print Charge (in excess of allowance): \$_____

Color per Print Charge (in excess of allowance): \$_____

SPECIFICATIONS:

BIDDING ON / COMPLY:

Monthly pooled black print allowance: 80,000 _____

Monthly pooled color print allowance: 5,000 _____

Full Service & Maintenance Support including parts & labor _____

Machine replacement guarantee: if not satisfied with the performance
Throughout the lease term, an equal or comparable replacement device
will be provided at no additional charge. _____

Professional Training _____

Fixed pricing for the term lease. _____

Acts of God protection (Proposed devices will be replaced at no
additional charge should they be damaged by an act of God. Eg.
Typhoon, Lightning, Earthquake, etc.). _____

Online Account Access with ability to order supplies, view invoices,
and submit meter readings. _____

All Supplies including staples and except paper and pooled black and
color allowances as indicated above. Each excess black print and each
color print will be billed as indicated above. _____

SPECIFICATIONS:

BIDDING ON/REMARKS:

Rated Speed of 45 prints/copies per minute in black & 45 prints/copies per minute in color.

Free installation & Delivery (excluding excess rigging & steps).
Pick up of all used consumable supply items for recycling.
Initial Network Installation Support with ongoing toll-free telephone support.
Black and Color Scanning
Scan speed of up to 141 ipm
5 ½ x 8 ½ to 12 x 19 paper size support
Supports 16 to 110 lb. (60 to 300 gsm) Paper Weights
5-Trays including bypass tray with 3140 sheet Total Paper Capacity
Network connectivity through 10/100/1000 Base T
4GB RAM and 250GB Hard Drive
Hard Drive with Encryption and Image Erase
Energy Star Rated

130 Sheet Automatic Single Pass Document Feeder
(Scans two-sided documents in one pass).

PCL and True Adobe PostScript Print Drivers
1200 x 2400 dpi print resolution (true not emulated or interpolated)
On board anti-virus protection

FIPS 14-2 Compliant (Federal Information Protection Standard for Data Encryption)

Customizable User Interface with programmable 1-touch soft buttons on individual user authorization.

50 sheet multi-position stapler
Print from and scan to USB memory drive
Scan to Folder and scan to Email
Two-sided printing up to 12 x 19
Reduction/Enlargement from 25% up to 400%

Selectable image formats on the device: TIFF, Password protected PDF, and searchable PDF formats

Fax capability (Walkup and PC/LAN) with Fax forward to email and/or server.

Accounting with the ability to restrict user access to color copying and printing, Assignable Volume Limits for color and black printing; password protection of user accounts, and Reporting of user's machine utilization (Copy, Print, Fax and Scan)

Note: The GSA Federal Contract will be considered along with its terms and conditions if offered.

Bidding On:

MANUFACTURER: _____
MAKE/MODEL: _____
YEAR: _____
PLACE OF ORIGIN: _____
DELIVERY: _____

These specifications were developed by the staff of the Department of Corrections and approved by:
Joseph S. Carbullido, Director, Department of Corrections

ITEM NO.	DESCRIPTION	QTY/UOM	MONTHLY COST	PRICE EXTENSION
3.0	60 Month Lease Agreement Multifunction Color Copier/Printer/ Scanner/Fax As per the following specifications	1 UNIT	\$_____	\$_____
3.1	<u>Optional Print Allowances:</u>			
	a) Black print allowance of 2400 prints per month with color print allowance of 250 prints per month		\$_____	
	b) Black print allowance of 4000 prints per month with color print allowance of 400 prints per month		\$_____	
	c) Black print allowance of 6000 prints per month with color print allowance of 600 prints per month		\$_____	
	e) Black print allowance of 8000 prints per month with color print allowance of 800 prints per month		\$_____	
	f) Black print allowance of 10,000 prints per month with color print allowance of 2000 prints per month		\$_____	

Charges for coverage of copies exceeding the monthly allowable prints:

Black/White Prints	\$_____
Color Prints	\$_____

<u>SPECIFICATIONS:</u>	<u>BIDDING ON/REMARKS:</u>
Monthly Black Print Allowance of 2000	_____
Monthly Color Print Allowance of 200	_____
Minimum rated speed of 55 print/copies per minute black/white	
Minimum rated speed of 50 print/copies per minute color	_____
Machine replacement guarantee if not <u>satisfied with the</u> performance throughout the lease term an equal or comparable device to be provided at no additional charge.	_____
Free machine replacement if damage is due to acts of God such as lightning, earthquake, typhoon, etc.	_____
Initial Network Installation support with ongoing toll free Telephone support.	_____
Online account access with ability to order supplies, view invoices, & submit meter readings.	_____
Free installation and delivery (excluding excess rigging and steps)	_____
Full service and maintenance support including Parts and labor	_____
Fixed pricing for term of lease	_____
Professional Training to include IT support	_____
All supplies and staples (except paper)	_____
Pickup of all used consumable supply items for recycling	_____
Black and Color Scanning	_____
Scan speed of up to 141 image per minute (ipm)	_____
Preview scans before sending	_____
5 ½ x 8 ½ to 12 x 19 paper size support	_____
Paper weights 60gsm to 300gsm/16 - 110lbs.	_____

SPECIFICATIONS:

BIDDING ON/REMARKS:

Up to 5 trays including bypass tray with total capacity up to 3140 sheets	<hr/>
130 Sheet automatic single pass document feeder (Scans two-sided documents in one pass).	<hr/>
4GB RAM and 500GB Hard Drive with encryption and image eraseAnti-Virus Protection	<hr/>
Print Resolution 1200 x 2400 dpi print resolution (true not emulated or interpolated)	<hr/>
On board anti-virus protection PCL and True Adobe Postscript Print Driver	<hr/>
Data Protection with encrypted hard disk Federal Information Protection Standard (FIPS) 140-2	<hr/>
Two-sided printing Reduction/enlargement from 25% up to 400% Network connectivity through 10/100/1000 BaseT	<hr/>
Customizable User Interface with programmable 1-touch Soft buttons based on individual user authorization	<hr/>
50 sheet multi-position stapler, 2-3 hole punching, Booklet making with center saddle stapling, and Automatic booklet folding	<hr/>
Period of performance shall begin upon machine full Installation. Energy Star Rated	<hr/>
Off line up to 50 sheet Convenience Stapler with connected work-shelf Print from and scan to USB memory drive Scan to folder and scan to email Selectable image formats on device TIFF, Password Protected PDF, and searchable PDF formats	<hr/>
Accounting with the ability to restrict user access to color copying and printing, assignable volume limits for color and black printing; password protection of user accounts ad reporting of users' machine utilization (Copy, Print, Fax, & Scan)	<hr/>

Note: The GSA Federal Contract will be considered along with its terms andconditions if offered.

Bidding On:

Manufacturer: _____
Make/Model: _____
Year: _____
Place of Origin: _____
Delivery: _____

These specifications were developed by the staff of the Office of the Governor and approved by: Jon Junior Calvo, Chief of Staff

SPECIAL PROVISIONS

60 MONTH LEASE AGREEMENT MULTIFUNCTION COLOR – COPIER/PRINTER/SCANNER/FAX

This is an “Indefinite Quantity Bid” pursuant to Section 3119(i)(2) of the 2 GAR Procurement Regulations. The quantities reflected are annual estimated requirements projected within a twelve (12) month period. These amounts may increase during the term of this bid. However, regardless of the fluctuation of quantities, this bid shall be subject to the availability of funds.

Delivery:

30 Days Upon Receipt of a Purchase Order. Delivery schedule time and quantity will be coordinated between the successful bidder and the requesting department on an as needed basis.

Contract Period:

The term of this contract is for a period of one (1) year on an as needed basis dependent upon the availability of funds.

Additional Requirement:

In the event that other agencies within the Government of Guam, having the same requirements, upon notifications and acceptance of the additional requirements, the effective price of said bid, shall be used as a confirm price. This additional requirement shall not exceed the term of this bid.